

U.S. Embassy  
686 Old Bagamoyo Road  
Dar es Salaam, Tanzania

April 13, 2016

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the products and services shown below. The U.S. Government intends to purchase the lowest-priced technically acceptable product or service.

### **Submission Deadline and Addresses**

If you would like to submit a quotation, please provide a pro-forma invoice.

Your pro-forma invoice must clearly display the PR5260158 number listed at the top of this page, and must be received by 1100 hours local time on Wednesday April 27<sup>th</sup> in a sealed envelope addressed as follows:

Contracting Officer (Quotation Enclosed)  
PR5260158 – Catering for 2016 U.S. Independence Day Event  
U.S. Embassy, Dar es Salaam  
686 Old Bagamoyo Road, Msasani  
Dar es Salaam

Alternatively, you may submit your pro-forma invoice via email to the following address: [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov). In the subject line of the email, include the following text: “PR5260158 – Catering for 2016 U.S. Independence Day Event.”

### **Registration with the U.S. Government’s System for Award Management**

We encourage all vendors interested in contracts with the U.S. Government to register with the System for Award Management (SAM). If you are already registered with SAM, please include your SAM, DUNS, and NCAGE numbers in the pro-forma invoice.

For more information on SAM registration, please visit our Contract Opportunities webpage at the following address:

[http://tanzania.usembassy.gov/contract\\_opportunities.html](http://tanzania.usembassy.gov/contract_opportunities.html).

### **Questions?**

Please direct any questions regarding this Request for Quotation to U.S. Embassy Dar es Salaam's Procurement Section via email at [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov) or via phone (from 7:30 am to 5:00 pm) at +255-22-229-4413.

We look forward to receiving your bid.

Sincerely,

Contracting Officer

### **Attachments:**

1. Statement of Work
2. Menu and Recipes

1. Basic event information

- 1.1. The U.S. Embassy in Dar es Salaam requires catering services for an event celebrating our Independence Day on Saturday, June 25, 2016. The event will take place from 5:00 pm to 7:30 pm in the evening.
- 1.2. While the U.S. Embassy expects approximately 750 adults and 750 children to attend the event, we have already secured in-kind food donations from several corporations. As a result, we request vendors prepare pro-forma invoices with quotations to serve either 350 or 500 pieces of each food item in the menu.

2. Contact information

- 2.1. The main point of contact for event planning is Lore Chiverton. While you may contact Ms. Chiverton at [ID2016Planning@gmail.com](mailto:ID2016Planning@gmail.com) for general questions concerning the menu, do NOT send bids to Ms. Chiverton. Follow the instructions in the cover letter for bid submission.

3. Submission of bids and Contractor selection

- 3.1. Vendor pro-forma invoices must be returned to the Contracting Officer by the date and time specified in the cover letter.
- 3.2. Selected vendors will prepare samples of attached proposed menu items for tasting and approval by Ms. Chiverton and a few others, as requested by Ms. Chiverton at the appropriate time. Tasting sessions will take place at the U.S. Embassy compound on the dates of May 5, 9 or 10<sup>th</sup>, as scheduled by Ms. Chiverton.

4. Specific event information

- 4.1. The vendor awarded the contract (henceforth called The Contractor) will ensure sufficient quantities of agreed-upon attached menu items are prepared and delivered to the U.S. Embassy compound several hours in advance of the official start time of 5:00 pm on the date of the event. Ms. Chiverton will provide instructions.

- 4.2. The Contractor will provide 50 wait staff the day of the event for food and beverage preparation and serving. The Contractor's employees will prepare and serve food and beverages provided by the Contractor as well as beverages provided by the Embassy or other event sponsors. The Contractor's employees will be on the property for contractual duties and not for other business purposes. Contractor's employees will be hygienic and neat, and in uniforms provided by the Contractor. All staff and vehicles will need to be approved by our Regional Security Office. We will need the names of all staff 7 working days in advance to prepare their entry.
- 4.3. The Contractor will provide serving materials, inclusive of but not limited to: warmers, large serving platters, napkins, plastic wine glasses, plastic champagne glasses, plastic cups, and plastic plates.
- 4.4. The Contractor will be responsible for collection and disposal/return of the Contractor's own materials.
- 4.5. The Contractor will wrap and leave behind all uneaten food.
- 4.6. The work will be executed in a diligent, punctual and professional manner in accordance with the negotiated price, this statement of work, and the laws of Tanzania.
- 4.7. The contractor will disclose to the Embassy Contracting Officer the source of the fresh pork shoulder "Boston Butt" used for the Lexington Style BBQ detailed in attachment 2. The Embassy reserves the right to approve this source.
- 4.8. At the request of the Embassy, the Contractor will prepare up to two tasting menus in advance of the June 25<sup>th</sup> event to ensure the taste approximates the traditional food found at North Carolina Barbecues in the United States.

## 5. Contractor responsibilities

- 5.1. The Contractor will not incur any costs beyond those described in this statement of work unless otherwise directed *in writing* by the Contracting Officer. Any work performed by the Contractor beyond this statement of work without written authorization from the Contracting Officer will be at the Contractor's own risk and at no cost to the U.S. Embassy.

5.2. At any time the Contracting Officer reserves the right to stop work for protection of employees or visitors, security, or any other reason at his/her discretion.

5.3. Fixed-Price Proposal: The Contractor will provide one fixed-priced proposal for the complete project that includes every aspect of the work.

6. Payment

6.1. Upon completion of the work, the Contractor will submit one copy of all invoices with backup documents to the person and address named below.

U.S. Embassy Dar es Salaam  
Attn: Invoice Examiner  
Budget and Fiscal Section  
686 Old Bagamoyo Rd.  
Dar es Salaam

## **Beverages**

The Contractor is not required to provide any beverages at the event. The Contractor will, however, be required to serve up to 1,500 guests chilled wine, beer, champagne, and nonalcoholic beverages supplied by the U.S. Embassy or other event sponsors. The Contractor will provide the potable/drinkable ice and coolers required to chill these beverages.

## **Cakes**

The Contractor will supply twenty-four (24) cakes to be given away to guests during the course of the event. Because guests will have to carry the cakes home at the end of the event, they should be small enough for one person to carry easily. The cost of these cakes should not exceed Tsh. 25,000 per cake (we have seen perfectly sufficient cakes in supermarkets for Tsh. 12,000). The cake boxes will ideally have a transparent top so that guests can easily see the cakes without opening the box. The name of each cake (for example “Chocolate Cake with Chocolate Frosting”) should be clearly written on the side of the cake box.

## **Food**

All food items on the menu below should be consumable in no more than three bites.

The following items will be supplied by the Contractor and may be prepared using the Contractor’s own recipes:

- French fries (chips) served in a cup with optional ketchup;
- Roasted sweet corn brushed with melted butter and sprinkled with salt; and
- Grilled vegetables seasoned and served in a cup.

The following items will be supplied by the Contractor, but the U.S. Embassy has provided recipes on the following pages. The Contractor may deviate from these recipes at the Contractor’s discretion, but the recipes do approximate the traditional food found at North Carolina Barbecues in the United States as well as one preferred Nyama Choma recipe requested for this event. The Contractor’s prepared items at the tasting will be judged according to these standards.

- Mini-Pork Sandwiches with Lexington Style BBQ;
- Beef Nyama Choma;
- Carolina Barbecue Beans;

- North Carolina-Style Red Slaw;
- Creamy Carolina Potato Salad;
- Red Velvet Cupcakes; and
- Brownies

## **Mini-Pork Sandwiches with Lexington Style BBQ**

In Lexington, North Carolina, pork shoulder is chopped and served with a tart tomato-based sauce.

### **FOR THE RUB:**

- 4 tsp. sweet paprika
- 1 tbsp. dark brown sugar
- 1 tbsp. kosher salt
- 1 tsp. dry mustard powder
- 1 tsp. garlic powder
- 1 tsp. ground black pepper
- 1 tsp. ground white pepper
- 1 tsp. cayenne
- 1 bone-in, skinless pork shoulder "Boston Butt" (about 6 lb.)

### **FOR THE SAUCE:**

- 2 cups ketchup
- 2 cups apple cider vinegar
- 2 cups water
- 2 tbsp. sugar
- 1 Tablespoon dark brown sugar
- 4 tsp. kosher salt
- 2 1/2 tsp. ground black pepper
- 1 1/2 tsp. cayenne

### **Instructions:**

Make the rub: Mix paprika, sugar, salt, mustard, garlic powder, both peppers, and cayenne in a bowl. Rub pork all over with spice mixture. Let sit at room temperature for 1 hour.

Meanwhile, make the sauce: In a 4-qt. saucepan, whisk together ketchup, vinegar, sugar, salt, pepper, cayenne, and 2 cups water; bring to a simmer over medium-high heat. Cook, stirring, until slightly thickened, about 15 minutes; cool.

Prepare your grill using the kettle grill, bullet smoker, or gas grill method, (see links for instructions) using apple wood chunks or chips. Place shoulder on grill grate. Maintaining a temperature of 225°-275° (if using a kettle grill or bullet smoker, replenish fire with unlit coals, as needed, to maintain temperature; see instructions), cook until a thermometer inserted in the thickest portion reads 190°, 4–6 hours. Remove shoulder from grill; let rest for 20 minutes. Shred pork, discard bones, and toss in a large serving dish with 1 1/2 cups of the sauce. Serve with remaining sauce.

See additional documentation on "Cooking Pork Shoulders Lexington Style"



## **Cooking Pork Shoulders Lexington Style**

Assuming that you are a novice to the world of barbecuing pork and do not possess a charcoal grill, we will start with the basics. You will need the following:

1. A kettle-type charcoal grill (Weber is good)
2. One fire bucket or small charcoal grill
3. Fifteen pounds of hardwood charcoal (Kingsford is good)
4. One bag of hickory wood chunks
5. One small shovel or scoop
6. One pair of barbecue tongs
7. One pair of heavy rubber gloves
8. One sharp knife
9. One cutting board
10. One or two meat cleavers or chef knives
11. One stock pot (approx. 10-12 quart)
12. One roll of paper towels
13. One kitchen size waste can
14. One cup of salt
15. Charcoal lighter gel
16. A plastic water bottle with cap with holes (for fires)
17. A meat thermometer
18. One and a half quarts of barbecue sauce (recipe of your choice)
19. A #3 washtub filled with ice and beverages of choice
20. Lawn chairs for you and guests invited and those that simply show up when they smell your pig
21. A dozen good cigars (optional)
22. Three to four friends whose stories and company you enjoy
23. A clear day
24. A carport if number 23 doesn't work out

### **MEAT**

Have your butcher prepare you an eight-to-nine-pound fresh pork shoulder Boston Butt.

**PREP.**

Rub the exposed side of the meat (not skin side) with a fair amount of salt. Set aside at room temperature. Place approximately half of a 10-pound bag of charcoal in a charcoal chimney, add dollop of lighter gel and light. Do not use lighter fluid, gas or other substance that might impart flavor to the charcoal. When the charcoal briquettes are lit and covered with light gray ash, transfer to kettle cooker. Arrange seven or eight briquettes in a circle at the center of the grill around the grate in the bottom and equally divide the remaining briquettes into piles positioned on opposing sides of the grill. Place several hickory wood chunks on top of each pile of briquettes. Arranging the briquettes in this fashion is the same principle employed by my grandfather and taught to me as a child. He called it "banking your fire." It is the same principle of slow cooking meat with the fire around the edges that James Kirby imparted to Eddie Mitchell (Wilson). The wood chunks will soon begin to smoke. Put the cooking rack on the kettle (be sure the rack has been wire brushed, well cleaned and oiled with vegetable oil and dried). Set the pork butt, skin side up on the center of the grill above the circle of coals. Place the lid on the grill and leave the vent holes top and bottom open. Light another dozen or so briquettes in the charcoal chimney. When the briquettes in the chimney are covered with ash, add five or six briquettes to each pile on either side of the kettle grill. You do not have to replenish the circle of briquettes during the cooking process. Place a couple of hickory wood chunks on each of the two piles of charcoal. This process is repeated every 30 minutes from the time you initially place the meat on the grill. Try to replace the kettle grill lid quickly each time you add additional coals and wood to prevent the cooking fire from cooling. You do not need to check the meat between replenishing the charcoal briquettes and hickory chunks. After meat has cooked for six-and-a-half to seven hours, turn the meat skin side down on the grill. If meat is cooking too quickly, only add four or five briquettes plus wood chunks to each side of the kettle grill each half hour for the next two-hour cooking period. If meat does not appear to brown, continue with adding six briquettes plus wood chunks every half-hour for the next two-hour cooking period. Cook meat skin side down for two hours. Entire cooking time should be eight to nine hours. At this point if you are Phil Schenck (pit master at Bridges Barbecue Lodge) and have been cooking 60-90 shoulders per night, six nights a week for 19 years you can simply look at the meat, mash on it with a finger and know if it is cooked to perfection. Some people at this point wearing heavy rubber gloves, grasp the meat with both hands and squeeze it firmly. The meat should "give" if it is sufficiently done. I prefer to use a meat thermometer. The meat should have 170 degree internal temperature. If you do not feel "give" or the meat has not attained an internal temperature of 170 degrees, replace the meat on the grill, cook for another hour and try again. If you have kept your fire at a constant cooking temperature the meat should be done the first time you squeeze it or check with a meat thermometer. When the meat is done remove from the grill to the cutting board, remove skin, and trim away any fat. The meat is now ready to be pulled from the bone in chunks and chopped. After removing the meat from the bone, use cleaver(s) or sharp chef knives to chop the pork into the consistency you like. (I prefer coarsely chopped). You may wish to finely chop a tiny bit of fat (no gristle) and some crisp pork skin and mix with your chopped meat. Either or both of these additions add great flavor to your offering. Douse meat lightly with sauce or dip and turn until all meat has some exposure to the sauce or dip. Do not over-sauce at this point. Guests can add additional sauce to suit their particular tastes. If you are not ready to serve at this point, place the meat in a warm stockpot and cover with heavy foil, keeping airtight. Do not set the stockpot on the grill, as the meat will continue to cook and the meat in the bottom of the pot will scorch.

## **BEEF NYAMA CHOMA**

### **INGREDIENTS**

Beef meat, cut into bite-sized chunks -- 2 pounds

Oil -- 3 tablespoons

Warm water -- 2 cups

Kosher or sea salt -- 2 tablespoons

Garlic

### **METHOD**

- Seasonings: First marinate your meat in a mixture of minced onions, minced garlic, hot pepper flakes and a little lemon juice. (Do not use ginger in the spices)
- Prepare your grill and have it hot. Toss the meat with the oil, then thread it on skewers. Stir the salt into the warm water until it is fully dissolved.
- Grill the skewered meat, basting it occasionally with the salt water, until it is cooked to your desired doneness.
- Remove the meat from the skewers and serve with kachumbari salad

### **Carolina Barbecue Beans**

These Carolina Style Barbecue Beans combine cider vinegar and ketchup to give them that Southern barbecue flavor.

#### **INGREDIENTS**

2 15 ounce/450 mL can red kidney beans, drained and rinsed  
2 15 ounce/450 mL can lima beans, drained and rinsed  
3/4 cup/180 mL ketchup  
1 medium onion, finely chopped  
1/8 cup/120 mL butter  
1/4 cup/120 mL sugar  
1/4 cup/60 mL cider vinegar  
1 clove garlic, minced  
1 tablespoon/15 mL mustard  
1 teaspoon/5 mL Worcestershire sauce  
salt to taste

#### **PREPARATION**

Preheat oven to 350 degrees F. Sauté onion and garlic in butter. Add ketchup, sugar, cider vinegar, mustard and Worcestershire sauce. Stir until well blended. Pour into a large casserole dish and add other ingredients and stir to combine. Place in hot oven and bake for one hour. Serve immediately.  
Serve in individual sized plastic cups with plastic spoons.

## **NORTH CAROLINA-STYLE RED SLAW**

### **Ingredients**

2 cups apple cider vinegar  
1/2 cup water  
1/2 cup ketchup  
1/8 cup light or dark brown sugar, or more to taste (may substitute molasses)  
5 teaspoons salt, or more to taste  
3 teaspoons crushed red pepper flakes, or more to taste  
1 teaspoon freshly ground black pepper  
1 teaspoon freshly ground white pepper  
1 large head (about 2 pounds) green cabbage (loose or discolored outer leaves removed), cored and shredded (about 8 cups; may substitute red cabbage)

### **Directions**

Combine the vinegar, water, ketchup, brown sugar, salt and peppers in a medium nonreactive saucepan over medium-high heat, stirring until the sugar and ketchup are thoroughly incorporated. Reduce the heat to medium or medium-low and cook for about 10 minutes, stirring occasionally; do not let the mixture come to a boil. Transfer to a heat proof container. The yield is a scant 3 cups.

Place the shredded cabbage in a large, nonreactive bowl. Pour 1 cup of the warm dressing over the cabbage and mix to coat thoroughly.

Let the slaw cool to room temperature, then cover and refrigerate it for several hours or overnight.

## **Creamy Carolina Potato Salad**

### **Ingredients**

2 pounds red potatoes  
3 hard-cooked eggs, chopped  
1 cup sour cream  
1/2 (4 ounce) jar chopped pimento peppers  
2 green onions, chopped  
2 tablespoons yellow mustard  
1 tablespoon white sugar  
1 tablespoon red wine vinegar  
1/2 teaspoon salt  
1/2 teaspoon ground black pepper  
1/2 teaspoon celery seed  
1/4 teaspoon garlic powder  
1 pinch paprika, or as desired

### **Directions**

- Place potatoes into a large pot and cover with salted water; bring to a boil. Reduce heat to medium-low and simmer until tender, 20 to 25 minutes. Drain, cool, and chop potatoes into 1-inch cubes. Combine chopped potatoes and eggs in a large bowl.
- Mix sour cream, pimento peppers, green onions, mustard, sugar, vinegar, salt, black pepper, celery seed, and garlic powder together in a bowl. Pour dressing over potatoes and eggs; toss gently to coat. Sprinkle potato salad with paprika.

Have bacon bits available on the side for guests to add if desired.

## **Brownies**

### **Ingredients**

1/2 cup butter  
1 cup white sugar  
2 eggs  
1 teaspoon vanilla extract  
1/3 cup unsweetened cocoa powder  
1/2 cup all-purpose flour  
1/4 teaspoon salt  
1/4 teaspoon baking powder

### **Frosting Ingredients**

3 tablespoons butter, softened  
3 tablespoons unsweetened cocoa powder  
1 tablespoon honey  
1 teaspoon vanilla extract  
1 cup confectioners' sugar

### **Directions**

Preheat oven to 350 degrees F (175 degrees C). Grease and flour an 8-inch square pan.

In a large saucepan, melt 1/2 cup butter. Remove from heat, and stir in sugar, eggs, and 1 teaspoon vanilla. Beat in 1/3 cup cocoa, 1/2 cup flour, salt, and baking powder. Spread batter into prepared pan.

Bake in preheated oven for 25 to 30 minutes. Do not overcook.

To Make Frosting: Combine 3 tablespoons softened butter, 3 tablespoons cocoa, honey, 1 teaspoon vanilla extract, and 1 cup confectioners' sugar. Stir until smooth. Frost brownies while they are still warm.

## Red Velvet Cupcakes

### INGREDIENTS

2 1/2 cups flour  
1/2 cup unsweetened cocoa powder  
1 teaspoon baking soda  
1/2 teaspoon salt  
1 cup butter, softened  
2 cups sugar  
4 eggs  
1 cup sour cream  
1/2 cup milk  
1 (1 ounce) bottle McCormick(R) Red Food Color  
2 teaspoons McCormick(R) Pure Vanilla Extract

### Vanilla Cream Cheese Frosting:

1 (8 ounce) package cream cheese, softened  
1/4 cup butter, softened  
2 tablespoons sour cream  
2 teaspoons McCormick(R) Pure Vanilla Extract  
1 (16 ounce) box confectioners' sugar

### DIRECTIONS

1. Preheat oven to 350 degrees F. Mix flour, cocoa powder, baking soda and salt in medium bowl. Set aside.
2. Beat butter and sugar in large bowl with electric mixer on medium speed 5 minutes or until light and fluffy. Beat in eggs, one at a time. Mix in sour cream, milk, food color and vanilla. Gradually beat in flour mixture on low speed until just blended. Do not overbeat. Spoon batter into 30 paper-lined muffin cups, filling each cup 2/3 full.
3. Bake 20 minutes or until toothpick inserted into cupcake comes out clean. Cool in pans on wire rack 5 minutes. Remove from pans; cool completely. Frost with Vanilla Cream Cheese Frosting.
4. Vanilla Cream Cheese Frosting: Beat cream cheese, softened, butter, sour cream and McCormick(R) Pure Vanilla Extract in large bowl until light and fluffy. Gradually beat in confectioners' sugar until smooth.